

**Manhattan Public Library  
Regular Meeting of the Board of Trustees  
January 31, 2022**

The January meeting of the Manhattan Public Library Board of Trustees was called to order at 4:00 p.m. via Zoom by President Elaine Shannon. Present were board members Stacy Kohlmeier, Tyler Darnell, Carolyn Elliott, Kerry Spencer, Jayme Morris-Hardeman, and Mayor Linda Morse. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, Associate Directors Teri Belin, John Pecoraro, and Rhonna Hargett. Guest Sam Hennigh from KMAN, was also present.

**Public Comment**

No public comment.

**Approval of Minutes**

Tyler Darnell made a motion to approve the November 29, 2021 minutes as presented. Kerry Spencer seconded, and the motion passed.

**Financial Statement and Bills**

December 2021 expenses:

Tax Fund/General Operations.....	\$ 421,169.37
Tax Fund/Employee Benefits.....	54,692.02
Grants, Fees, and Interest.....	9,014.46
Endowment Account.....	61,692.67
Capital Improvement.....	0.00

An expansion bond payment was made. The business manager explained notable line items in the December financial statements. Activity was routine.

January 2022 expenses:

Tax Fund/General Operations.....	\$ 193,039.87
Tax Fund/Employee Benefits.....	50,511.23
Grants, Fees, and Interest.....	579.08
Endowment Account.....	54,431.03
Capital Improvement.....	0.00

There was little activity in the January financial statements. The Blueville Nursery contract was paid. All other expenses were routine.

Kerry Spencer made a motion to approve the December 2021 & January 2022 financial statements as presented. Tyler Darnell seconded, and the motion passed.

**Committee Reports**

Building and Grounds

No report.

Legislative

No report.

Finance

No report.

Policy and Planning

No report.

North Central Kansas Libraries

Carolyn reported that NCKLS is working with New Boston Creative company to develop marketing and branding for the NCKLS system.

Manhattan Library Association

The annual book sale will be held April 29, 30<sup>th</sup>, and May 1<sup>st</sup> this year.

Manhattan Library Foundation

No report.

**Director’s Report**

This first month has flown by fast, and though I feel like I’ve learned a lot, there is still much more to discover and dive into. I find the library extremely well organized, processes and policies are thoughtful and effective, and the staff are engaged, intelligent, and motivated – I can’t say enough about this team. They are a great group of people who do fantastic work and are reflective of the formidable respect the library holds in this community. I am humbled and excited to a part of this organization.

I am meeting with City Manager Ron Fehr on Thursday, January 27, and will be reaching out to introduce myself to local state legislators, offering services and library information during the 2022 session.

	<b>Jan 1-Dec 31, 2021</b>	<b>Jan 1-Dec 31, 2020</b>	<b>Jan 1-Dec 31, 2019</b>
<b>Physical Circulation</b>	<b>443,764</b>	<b>293,352</b>	<b>695,208</b>
Sunflower eLibrary	113,096	116,059	75,708
Hoopla	45,847	44,960	36,549
Kanopy	6,989	7,401	1,641
Flipster	3,464	3,085	1,640
<b>Total Digital</b>	<b>169,396 (27.63%)</b>	<b>171,505 (36.9%)</b>	<b>115,538 (14.25%)</b>
<b>Total Circulation</b>	<b>613,160</b>	<b>464,857</b>	<b>810,746</b>
Library Cards Issued	3,693	2,838	5,420
Holds Placed	74,834	91,502	78,000
Library Visits	230,960	128,961	361,775

Database Use (2021 YTD): 52,793 views, uses

## **Programs and Services**

- All library programs have been suspended from January 13 until February 14.
- Volunteer Income Tax Assistance (VITA) program, through the Kansas State Research and Extension Office, will assist eligible tax-payers with one-on-one appointments in the Technology Center: January 26 through April 15.
- On January 22<sup>nd</sup>, 6 students with HandsOn K-State volunteered in honor of Martin Luther King Jr. Day. They gave the library shelves a needed dusting.
- The library was a pick-up point for craft kits donated to the Manhattan Afghan Resettlement Team and we added a number of children's books in languages that are commonly spoken by people in Afghanistan to the collection.
- In November and December there were 26 programs for children with 634 participants, 521 visits to the Teen Zone, 35 homebound patrons received 216 books, and 280 adult patrons participated in Read MHK.

## **Facilities and Maintenance**

- Thermal Comfort replaced a pump motor in the east boiler room and a chemical feed regulator to better control the amount of chemicals used.
- Economy Electric replaced 108 lightbulbs in the first-floor bay areas.
- Construction of the new Circulation/Front Desk is on schedule and nearing completion: The automatic materials handler is scheduled to arrive February 8<sup>th</sup>.

## **Administrative Services**

- Teri Barton, Jennifer Bergen, Jan Johnson, and Savannah Winkler each received \$600 scholarships from the Manhattan Library Foundation to pursue library science degrees.
- Staff donated \$50 and three large boxes of non-perishable food for the Mayor's Holiday Food Drive.
- Patrons donated six large boxes worth of mittens, gloves, and hats to the Mitten Tree. They were distributed to local social service agencies after Christmas. Agencies included the Manhattan Emergency Shelter, Be Able, USD 383 FIT Closet, and the Crisis Center.
- The MLA membership drive will begin in February with an application sent to approximately 300 past members. Payments can be made online, by mail, or in person.
- Staff Development Day will be held when the library is closed on February 21<sup>st</sup>, President's Day. The working agenda includes: training in response to material challenges books, a comprehensive overview of NCKLS services with Dawn Krause, and a review of emergency procedures. There will be time at the end of the day for individual department meetings. The week before, we will review County COVID reports and determine if we can safely gather in the auditorium and make necessary adjustments to our plans.
- As COVID numbers climbed we followed new quarantine guidance as issued in early January by the Riley County Health Department. We also returned to meeting by Zoom, encouraged staff to distance, and acquired N95 masks for staff.

## **Old Business**

### Circulation construction update

Support Services Associate Director, John Pecoraro, gave an update on construction in the new circulation project. A mid-February completion date is expected.

## **New Business**

### Library Closings

Library Director Eric Norris asked the board for guidance on emergency library closings. There was discussion about modifying the current emergency closing policy to include some of the lessons learned from the recent pandemic. The board agreed that emergency closings are within the scope of the library director's job and the director will keep the board advised of all closing decisions.

Jayne Morris-Hardeman made a motion to give the director authority to shut down the library as necessary in emergency situations. Mayor Linda Morse seconded and the motion passed.

### Potential Long-Term Closing

Jayne Morris-Hardeman made a motion to proceed with the normal policy until the previously used emergency closing policy is necessary and the board will examine monthly.

### Juneteenth Holiday

Eric Norris reported that the City of Manhattan and the State of Kansas recently approved June 19<sup>th</sup>, the Juneteenth Holiday, as a paid holiday for City and State employees. He requested permission from the board to do the same.

Jamie Morris-Hardeman made a motion to honor the Juneteenth holiday by closing the library and adding the day to the list of paid holidays for salaried staff. Stacy Kohlmeier seconded and the motion passed with a vote of six to one.

### Discussion of 2022 Director's Goals

Kerry Spencer made a motion to take a 20-minute executive session from 4:56 to 5:16. Tyler Darnell seconded and the motion passed.

## **Adjournment**

The meeting reconvened at 5:17 p.m. There being no further business, the meeting was adjourned. The next regular meeting will be Monday, February 28, 2022 at 4 p.m. on Zoom. The link will be provided with the February meeting materials.

Respectfully submitted by,

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President Elaine Shannon

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Director Eric Norris